



**DEPARTMENT OF THE NAVY  
OFFICE OF THE ASSISTANT SECRETARY  
(FINANCIAL MANAGEMENT AND COMPTROLLER)  
1000 NAVY PENTAGON  
WASHINGTON, DC 20350-1000**

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MEMORANDUM FOR DISTRIBUTION

Subj: REVIEW OF INFREQUENT TRAVEL CARD ACCOUNTS

Ref: (a)ASN (FM&C) memo of 10 Aug 01  
(b)DoD FMR Volume 9, Chapter 3  
(c)DFAS memo of 29 Aug 01 (NOTAL)


Reference (a) provided information regarding changes to the travel card contract that the Department of Defense (DoD) recently agreed to with the Bank of America. One provision of this agreement was for the Department to review existing travel card accounts with the intention of canceling or deactivating accounts belonging to infrequent travelers. An infrequent traveler, as defined in reference (b), is one who travels two or less times per year.

Our ultimate objective is to cancel unnecessary cards (e.g., personnel who no longer work for DoD, infrequent travelers who do not need travel cards, etc.) and deactivate cards for infrequent travelers who otherwise need a card for travel expenses. Using data provided by the Bank of America, the Department of Navy (DON) Component Program Managers (CPMs) at the DON eBusiness Operations Office and Headquarters Marine Corps have been working with major command Agency Program Coordinators to review and cancel travel card accounts that have never been used. The CPMs will continue to work with commands to complete this review, focusing on accounts that have not been used in the past 12 months.

As a standard operating procedure, no less than quarterly, activities should review their cardholder lists to ensure that personnel on these lists are indeed assigned to their organization and still require accounts. Further, it is important to reiterate reference (b) guidance that misuse of the DoD travel card shall not be tolerated, and cardholders who misuse their travel cards should be subject to appropriate administrative or disciplinary action. Canceling unneeded accounts and deactivating infrequently used accounts will help minimize risk of inappropriate use, thereby reducing potential delinquencies.

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This information should receive the widest dissemination within your chain of command. Navy commands with questions concerning this review should contact LCDR Carolyn Pasternak, DON eBusiness Operations Office, at (717) 605-9387. Marine Corps commands should contact Maj Jeff Sokoly at (703) 614-4981. My point of contact is Mr. David McDermott, who can be reached at (202) 685-6719.



**GLADYS J. COMMONS**  
Principal Deputy  
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